

Southern Futures & FEVER 2009 Vocational Training Course

TOURISM (Options A, B and C) – Top Up

(part of Cert 3 in Tourism Operations) SIT 30107

This course develops the skills & knowledge required to work in the Tourism industry.

Desired attributes:	Have a genuine interest in Tourism as a career pathway, and possess good interpersonal skills, have a good memory, be efficient and speedy, enjoy working with people, be prepared to work long hours,
Career Pathways:	Prefer year 11 or 12. Refer to www.myfutures.edu.au for career pathway information
Location:	Noarlunga Campus of TAFESA.
Duration:	1/2 day / week for 7, 8 or 9 weeks in Semester 1 or 2 (dates TBA)
Training Provider:	TAFESA RTO 40161
Times:	Semester 1 see below; semester 2 TBA
Approx Cost:	\$155.00 (conc \$62.50) for option A & B; \$186 (conc \$75) option C + \$5 ID + \$9 materials (2009)
Work Placement:	We strongly recommend students undertake a week of relevant work experience to back up this course.
Student requirements:	⇒ Good literacy, numeracy and IT skills (use of MS Word) are essential ⇒ Bring basic writing materials to each session ⇒ If ill, it is expected that the student will phone the Hospitality Office on 8207 3613 the morning of the absence.
Contact:	Marg Morris or Renee Shearer (Tourism office) ph: 8207 3140
Class restraints:	Top Up TAFE vacancies

Option A: Introduction to Tourism / Event (2 units Term 1 or 3) – NB both units mixed in delivery & can not be separated. Be warned school often deliver THHTCO01B in school Tourism courses!

Code	Unit	Nom Hrs	Days, Times	Cost	Start date
SITTIND001A	Develop & update tourism industry knowledge	25	Sem 1 – Monday 9 am – 12 noon Sem 2 – Mon 1pm – 4pm		Sem 1: 9/2 – 25/5 Sem 2: 27/7 - 2/11
SITXEVT001A	Develop & update events industry knowledge	25	8 wks – 2 units delivered wholistically		"
	Total Hours (1 SACE unit)	50		\$155.00 Con \$62.50	Plus \$9 materials, \$5 ID

Option B: Tourism Office Procedures (2 units Term 1 or 3)

Code	Unit	Nom Hrs	Days, Times	Cost	Start Date
SITXADM001A	Perform office procedures	20	Sem 1 – Tuesday 9am – 12 noon Sem 2 – Wed 1pm – 4pm; 3 wks		Sem 1: 28/4 – 12/5 Sem 2:12/8 – 26/8
BSBCM207A	Prepare & Process financial transactions	30	Sem 1 – Tuesdays 9am – 12 (3wks) Sem 2 – Tuesday 9am – 12; 3 wks		Sem 1:26/5 -16/06 Sem 2: 3/11 – 24/11
	Total Hours (1 SACE unit)	50		\$155.00 Con \$62.50	Plus \$9 materials, \$5 ID

Option C: Knowledge of Tourism Products offered by Travel Agents (1 unit, Term 2 or 4)

Code	Unit	Nom Hrs	Dates	Cost	Start Date
SITTTSL005	Access & interpret product information	60	Sem 1 – Wednesday 1pm – 4pm Sem 2 - Tuesday 9am – 12; 8 wks		Sem 1: 11/2 – 1/4/09 Sem 2: 28/7 – 22/9
	Total Hours (1 SACE unit)	60		\$186.00 Conc \$75.00	Plus \$9 materials, \$5 ID

NB when completing the Enrolment Form please indicate Option(s).

Any queries about this course, contact the Program Co-ordinator on ph: 8207 3811 or mob: 0418 891 877

Details correct at 15th Jun 2009